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ASSISTANT EXECUTIVE SECRETARY

## COMMONWEALTH OF VIRGINIA

### *Compensation Board*

P.O. Box 710  
Richmond, Virginia 23218-0710

March 30, 2006

### **EMAIL MEMORANDUM**

**TO:** Commonwealth's Attorneys

**FROM:** Bruce W. Haynes, Executive Secretary

**SUBJECT:** Additional Funding Requests

As you may recall from my email to you of February 2<sup>nd</sup>, the Governor approved an additional \$836,980 in one-time funding for your offices to address office equipment and other one-time funding needs. As of yesterday, the Compensation Board has approved requests from Commonwealth's Attorneys totaling \$355,593 leaving a balance of \$481,387. The Compensation Board will consider any additional funding requests you may wish to make, under the following conditions:

1. All requests must be submitted on-line using the Compensation Board's 'Mid-year budget amendment (docket) request' process <http://www.scb.virginia.gov/cbdocket1.cfm> and in no other format (no mails, no letters, no faxes).
2. All requests must be submitted on-line not later than 5:00 p.m., April 12<sup>th</sup>. No extensions will be approved.
3. Priority will be given first to requests for office equipment, as discussed in my February 2<sup>nd</sup> email. <http://www.scb.virginia.gov/communications/ca020206.pdf>
4. After requests for equipment have been addressed, other requests will be considered for additional funding to reimburse your locality for:
  - VSB dues for Compensation Board funded attorneys
  - Postage expenses
  - Telephone expenses
5. All requests must include the following statement: "I understand that any amounts approved by the Compensation Board must be requested for reimbursement on the May 2006 payroll".



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6. The Compensation Board will notify you by email by April 28<sup>th</sup> of action taken on your request at the April 26<sup>th</sup> Compensation Board meeting.

Please call Paige G. Christy (804-225-3442 or [paige.christy@scb.virginia.gov](mailto:paige.christy@scb.virginia.gov) <<mailto:paige.christy@scb.virginia.gov>>) or Charlene M. Rollins (804-225-3321 or [charlene.rollins@scb.virginia.gov](mailto:charlene.rollins@scb.virginia.gov) <<mailto:charlene.rollins@scb.virginia.gov>>) if you have any questions.

h/waddell/March30,06EmailMemoCommAttys-Addl Funding Requests